

Volume V - MILSPETS

CHAPTER 1

MILSPETS ADMINISTRATIVE PROCEDURES

A. GENERAL

1. The management of bulk petroleum involves numerous interfaces among the DoD Components and **DLA/DFSC**. To facilitate the coordination of these interfaces, AS **D(P&L)** directed the establishment of the Military Standard Petroleum System (**MIL SPETS**) in DoD Directive 4000.25. The **MI LSPETS** is administered by the DoD **MI LSPETS** Administrator, Defense Logistics Standard Systems Office, Cameron Station, Alexandria, VA 22304-6100.

2. **MI LSPETS** prescribes data, data elements, related codes, documents/ forms, formats, and the procedures related thereto for uniformity in the interchange of petroleum information within/between the Military Services, other customers, and **DLA/DFSC**. **MI LSPETS** is designed to report transactions associated with procurement, contract administration, requisitioning, ordering, distribution, inventory management, accounting, storage, transportation, and billing procedures.

3* A single complete petroleum procedures manual is essential for DoD organizations in performing efficient fuel operations in the field. In **place** of a separate publication, **MI LSPETS** procedures are incorporated in this manual.

4. Supplementing **MILS** procedures issued by DoD Components and participating Agencies are authorized only to the extent required for setting forth detailed operations (e.g., internal operating instruction).

B. MI LSPETS FOCAL POINT COMMITTEE

The DoD **MI LSPETS** Administrator will establish a focal point committee which will participate in the development, implementation, and maintenance of the system. The focal point committee is composed of representatives from the Services/Agencies as follows:

DoD **MI LSPETS**
Administrator

Chief
Defense Logistics Standard Systems
Office
ATTN: **DLSSO-CP**
Cameron Station
Alexandria, VA 22304-6100

Army Focal Point

Deputy Chief of Staff for
Logistics
U. S. Army
ATTN: **DAL O-TSE**
Washington, DC 20310-0561

Commanding Officer
Navy Petroleum Office
ATTN: NPO 20
Cameron Station
Alexandria, VA 22304-6180

Deputy Chief of Staff,
Logistics and Engineering
U. S. Air Force
ATTN : **AF/LEYSF**
The Pentagon
Washington, DC 20330-5264

Directorate of Supply Operations
Defense Fuel Supply Center
AT TN: **DFSC-0**
Cameron Station
Alexandria, VA 22304-6160

Commandant of the Marine Corps
ATTN : **LLS-4**
Washington, DC 20380-0001

Commandant
U. S. Coast Guard
AT TN: G- FL P-I
2100 Second Street, SW
Washington, DC 20593-0001

1. The DoD MI LSPETS Administrator will administer the MI LSPETS in accordance with the policy guidance contained in DoD Directive 4000.25, and the following:

b. Title of Proposal

| II. | PROPOSED CONCEPT/CHANGE |
|-----|--|
| | Narrative description of the basic concept being proposed and reason(s) there for. |

III. INTERFACE/IMPACT REQUIREMENTS

Known interface and impact requirements with other standard logistics systems.

IV. ADVANTAGE/DISADVANTAGE

Operational statement identifying known advantages or disadvantages resulting from proposed revision.

V. PROCEDURE(s)

Proposed wording required for the DoD MI LSPETS manual.

c. All MI LSPETS proposals will be evaluated by the MI LSPETS Committee prior to formal staffing with the Services/Agencies. The evaluation of the proposed change will include the accuracy, validity, necessity, and urgency of the change. When required for evaluation of proposals, Services/Agencies will be requested to furnish cost/benefits estimates and impacts. Proposals which do not demonstrate significant inter service benefits will be returned to the originator. Proposals which demonstrate significant benefits will be formalized and forwarded to the Services/Agencies. Copies will be forwarded to the DoD System Administrators of other DoD systems impacted by the proposed change and to AS D(P&L). The DoD MI LSPETS Administrator will normally request the Services/Agencies to provide a response to formalized MI LSPETS proposals within 60 days.

d. MI LSPETS proposals not receiving complete Service/Agency concurrence will be scheduled for discussion/resolution by the designated Service/Agency focal point representatives. Issues which involve MI LSPETS procedural matters will be resolved by the DoD MI LSPETS Administrator, normally within 90 days after receipt of all comments from the Services/Agencies. Matters affecting MI LSPETS policy and unresolved procedures, together with the Service/Agency comments and a recommendation of the DoD MI LSPETS Administrator, will be referred to AS D(P&L) for resolution.

e. Following resolution of the Service/Agency comments on the proposal, the DoD MI LSPETS Administrator will prepare and disseminate letters to the Service/Agency focal points, requesting Service/Agency preferred implementation dates. Letters will normally request Service/Agency implementation dates be provided within 60 days. In those instances where one Service/Agency proposes an extended implementation date which would delay implementation by the other Services/Agencies by 12 months, the DoD MI LSPETS Administrator will attempt to resolve the issue with the appropriate Service/Agency. In those instances where a satisfactory implementation date cannot be jointly agreed upon, the DoD MI LSPETS Administrator will forward the matter to AS D(P&L) for resolution.